

IEP Meeting Prep Checklist

4 weeks before:

- Send parent invitation
- Book meeting room
- Invite required team members

3 weeks before:

- Send input forms to gen ed teachers and service providers
- Set calendar reminders for form due dates

2 weeks before:

- Collect all teacher/provider input
- Review current data and work samples
- Draft goals and present levels

1 week before:

- Review draft with coach/admin if needed
- Send draft to parent (if district practice)
- Prepare meeting agenda and materials

Day of meeting:

- Bring student portfolio with data/work samples
- Have IEP at a glance for reference
- Take notes on decisions and follow-ups

After meeting:

- Finalize and distribute IEP copies
- Update IEP at a glance summary and file previous IEP
- Mark completion on master calendar